



GDOT Methods of Exchanging Files - External

Manual

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The method used for exchanging files with GDOT depends on different conditions, such as:

- **Email** - File size limits and mailbox capacities
- **SharePoint**
 - Requirements for external access to SharePoint 365
- **OneDrive**
 - Supports files up to 250 GB
 - Requires a valid email address to share a file
- **Secure FTP**
 - Supports larger files than OneDrive

Factors to consider when deciding which program to use between OneDrive and Secure FTP:

OneDrive	Secure FTP
Supports files up to 250 GB	Supports files larger than what OneDrive supports
	All files are deleted after 30 days



Do not transfer executable files. Users are responsible for who they share with and what they share.

Important



Whenever you receive a link, you should follow your cybersecurity training protocols.

Important

This manual centers around the Secure FTP method. Yet it highlights important considerations that should be observed while using OneDrive.

Considerations for Sharing Files Using OneDrive

OneDrive requires a valid email address to share a file. If the recipient is not a GDOT email, then the recipient must request an authentication code to access the file (as third-party or multifactor authentication).

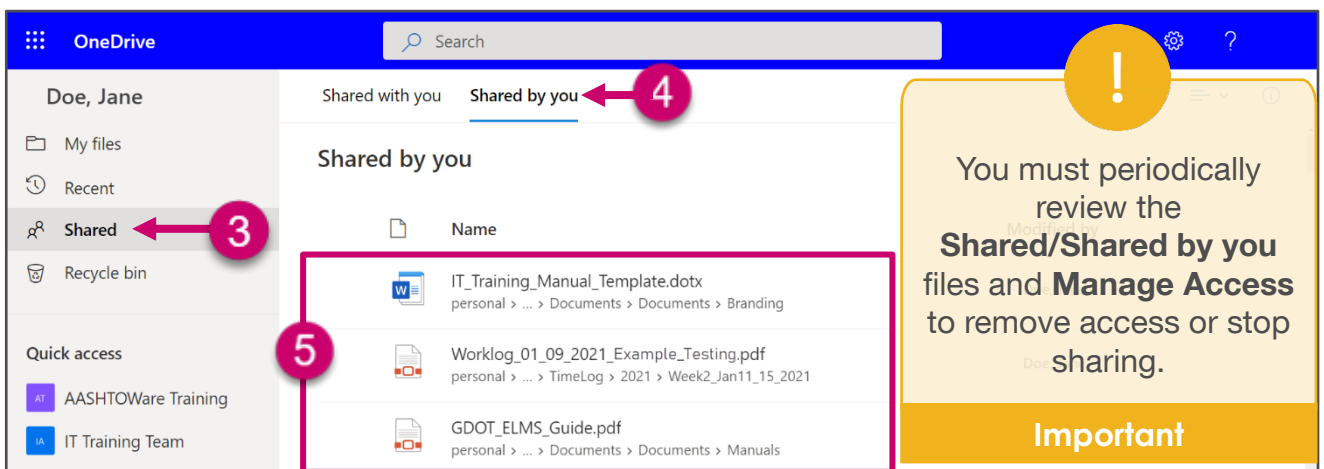


When a file is shared, it is shared indefinite until you come back to the file and stop file sharing. This is a manual process, and **it is your responsibility to manage**.

Important

To manage access to files shared:

1. Select the **OneDrive** icon from your Windows System Tray.
2. Select **View online**.
3. Select **Shared**.
4. Select **Shared by you**.
5. The files you have shared are displayed.



6. Select the row for the file you want to review the access. A blue checkbox will appear to the left of it showing your selection.
7. Select **Show actions** (vertical dots) on the far right of the file name.
8. From the pop-up menu, select **Manage access**.

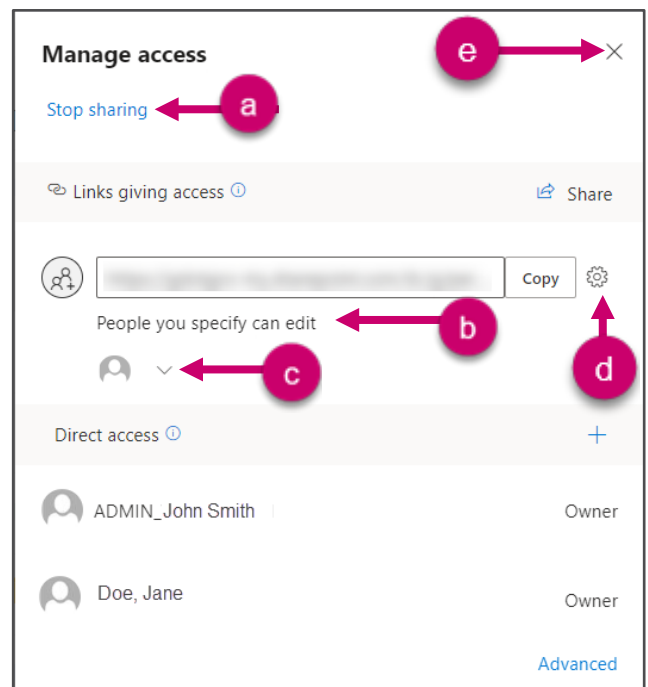


9. From this menu you have several options:
 - a. Select **Stop sharing**, to no longer share the file with others.
 - b. Review what the link gives access to for users to do. In this example, the person the file has been shared with can edit.



You are responsible for enabling others to edit content and should only do this on an as needed basis. You must stop file sharing or stop editing to prevent the person you have shared the file with from editing at a later date.

Important



- c. **Shows people who use this link** (down arrow).

- d. The **More options** icon allows you to change what the link allows a user to do.
- e. **Close**.


10. If you selected (c), the down arrow in the previous step (9), to see the people who use this link, the program will display:

- the name(s) and title(s) for users within your company
- the email and the label of EXTERNAL USER for those who are not within your company

11. If you select the **X** next to a person's link, that person no longer will have access to the file.

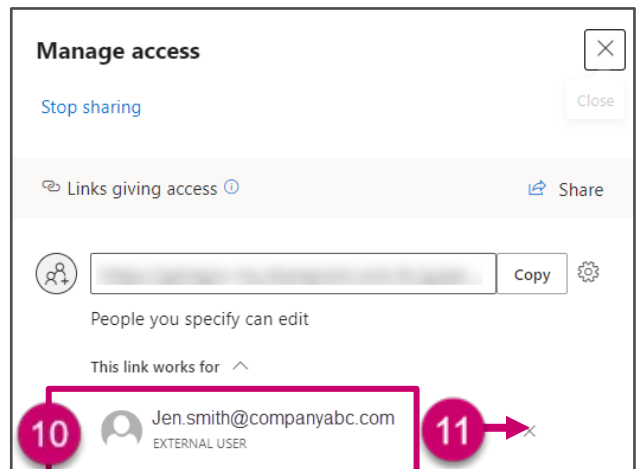
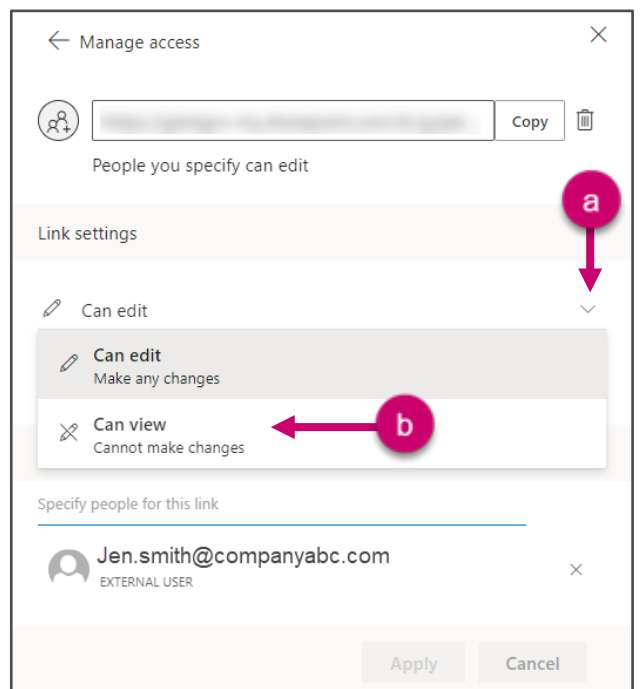
12. If you instead selected (d), the **More options** icon in the previous step (9), you will see the following menu options to change what users can do with the shared file.

- a. Expand the arrow under the **Link settings**.
You have the option to allow users to edit the file or just view the file.
- b. When possible, select **Can view** instead of **Can edit**.



If a file is shared, and the recipient forwards the email with the link for accessing the shared content to another person, the forwarded email link will not work, and the third party does not get access to the file.

Note

Considerations for Sharing Files Using Secure FTP

- GDOT internal users can send files to external users; however, external users cannot send files back to GDOT internal users without a GDOT Vendor Account.
- All folders are displayed in the Secure FTP site; however, you only have access to the folder for which you were granted permission.



All documents are
purged after 30 days.

Important



To request new FTP user access, please have your GDOT supervisor or representative open a ticket with Solutions Center at SolutionsCenter@dot.ga.gov.

Note

About this Manual

This manual introduces GDOT Vendors and the general public users to two methods of transferring files:

- ✓ Secure File Transfer Protocol (SFTP) for GDOT External Partners.
- ✓ Secure File Transfer Protocol (FTP Web Client).

How to Use this Manual

This manual is divided into three chapters. Each chapter focuses on several key topics, each of which are broken down into easy-to-follow concepts.

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use the Secure FTP application efficiently and boost productivity. Look out for these callouts to quickly become a super user!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

Note



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

Pro Tip



These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

Important

Secure File Transfer Protocol (SFTP) for GDOT External Partners



GDOT recommends the WinSCP software. However, **GDOT does NOT support it.** This is recommended for GDOT **external** users who must send and receive large files.

There is no file size limit.

Important

Requirements

- You need to have a GDOT Vendor Account.
- You will need to be added to the correct Secure FTP Process group.
- You must download and install the free WinSCP software to use this process.

Install WinSCP Software

1. Select the following link to download the WinSCP Software
<http://winscp.net/eng/download.php>.
2. Scroll down and select **DOWNLOAD WINSCP**.



3. Double-click the file you just downloaded. It is located in the Downloads folder.

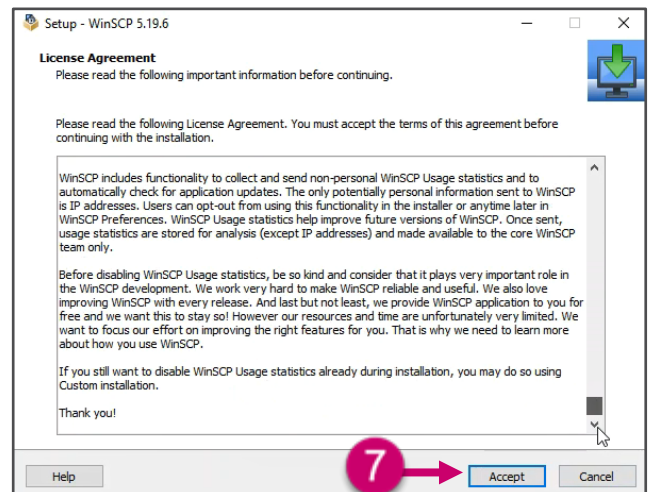
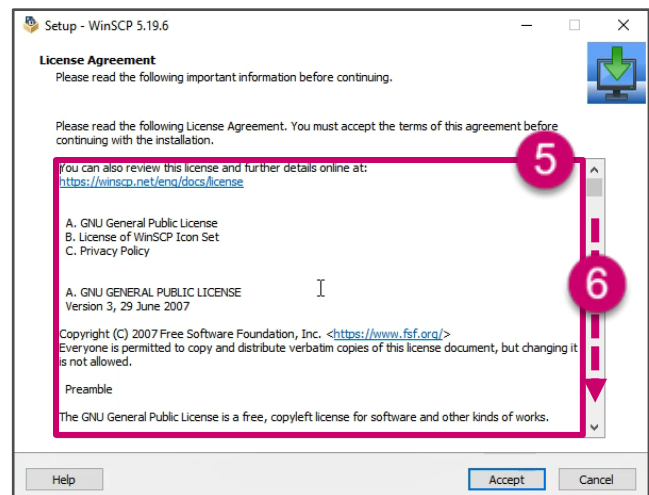
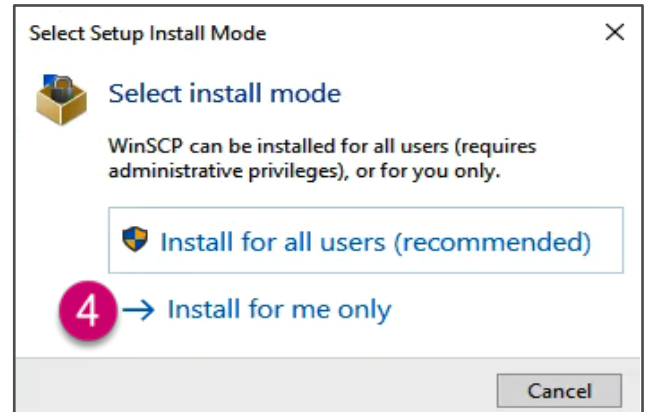
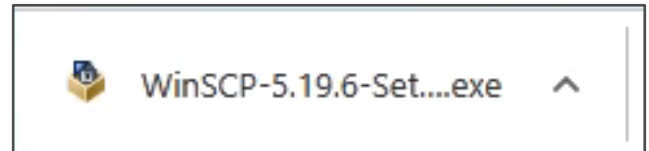
4. Select **Install for me only**.



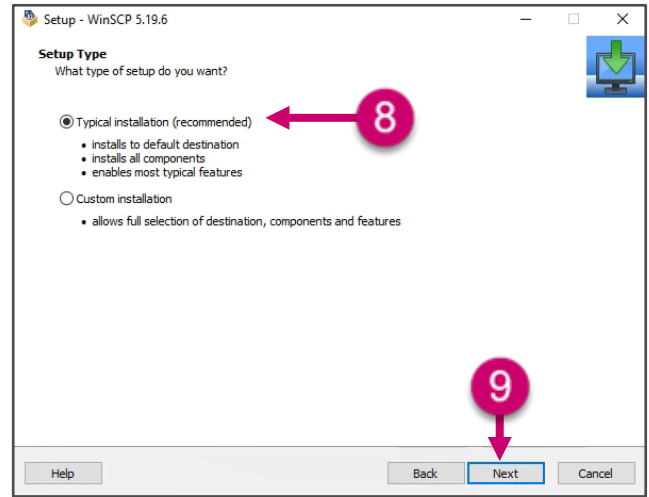
5. Review the License Agreement.

6. Scroll down to read all the details.

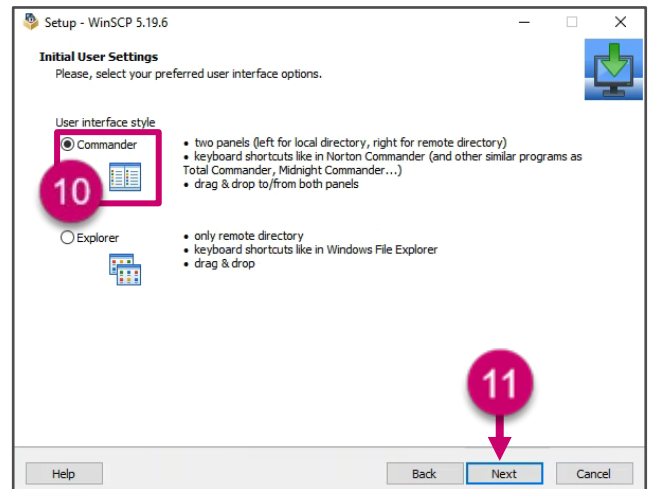
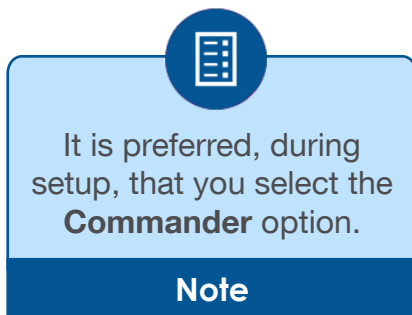
7. Select **Accept**.



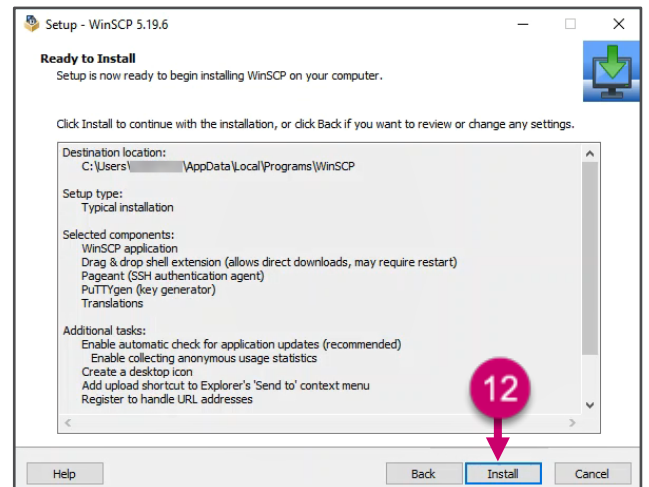
8. Select **Typical installation (recommended)**.
9. Select **Next**.



10. Select **Commander**.



11. Select **Next**.
12. Select **Install**.

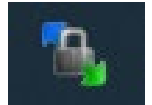


13. Select **Finish**.

14. Close the Browser window.



15. Notice the WinSCP application icon is added to the task bar and the program is ready for use.



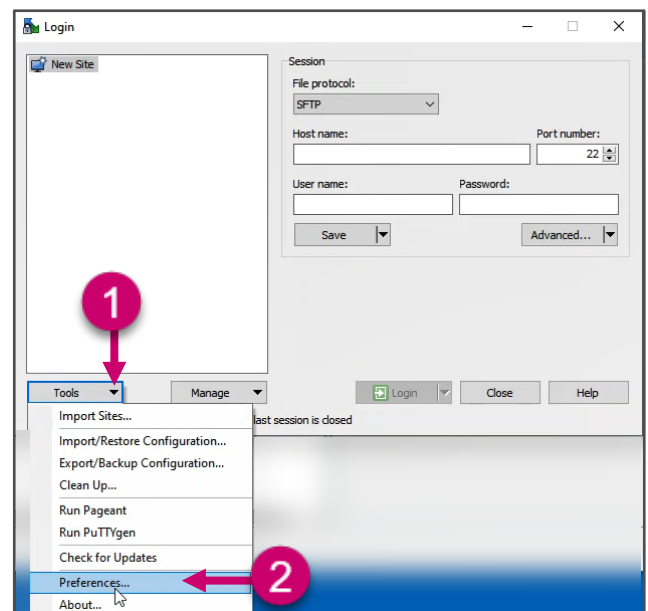
WinSCP Settings to Upload Large Files

The following changes must be made to the default WinSCP settings in order for users to upload large files. Once the change is made, it will remain for future usage.

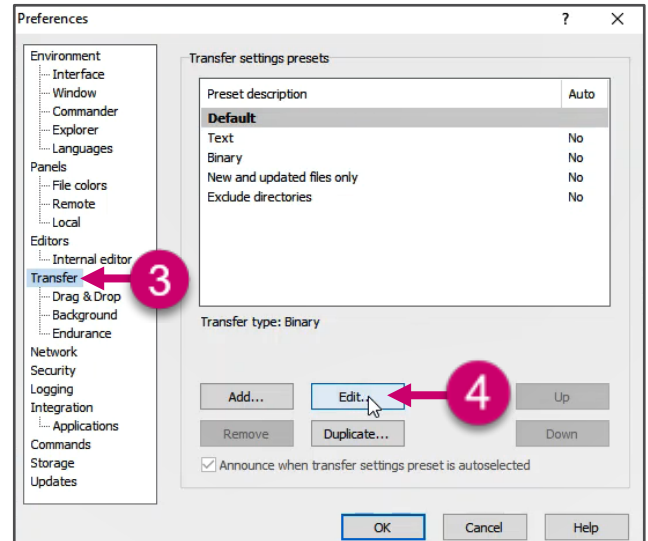
There are two ways to make the change, either from the Login Screen or from the application itself.

Method 1 – From the Login Screen

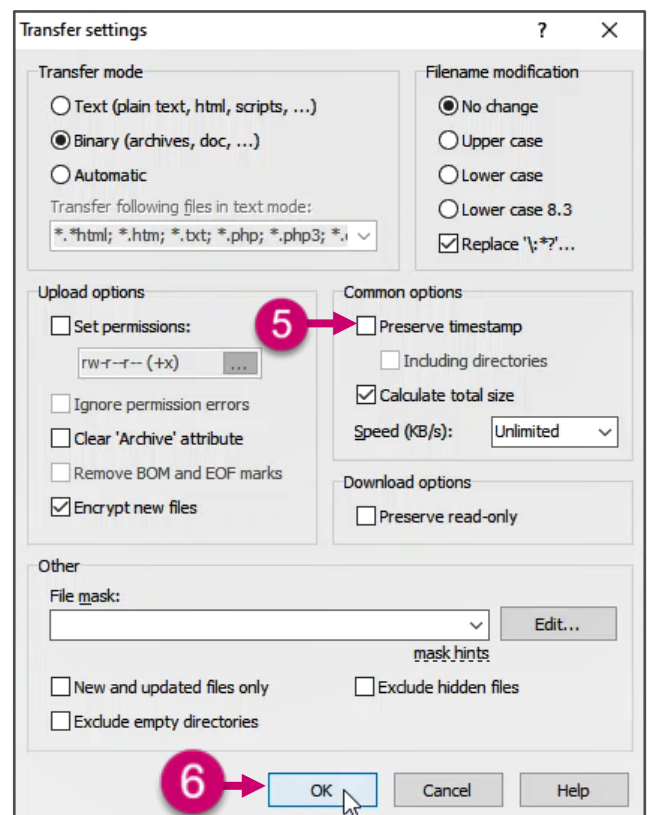
1. Expand the **Tools** drop-down menu.
2. Select **Preferences**.



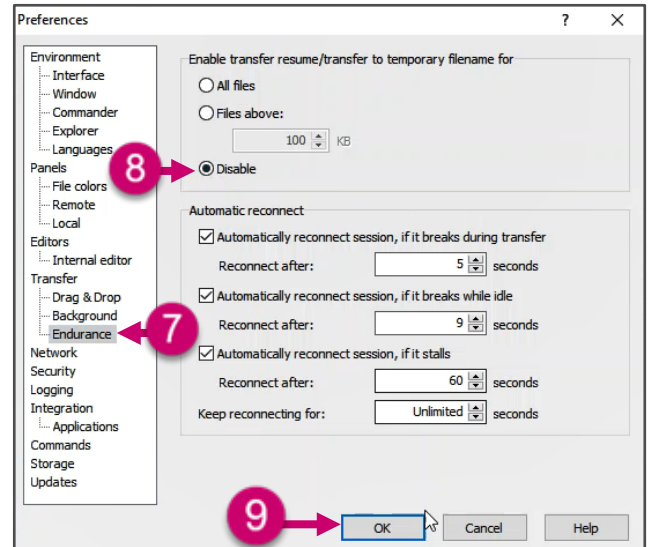
3. Select **Transfer**.
4. Select **Edit**.



5. Uncheck the **Preserve timestamp** box.
6. Select **OK**.

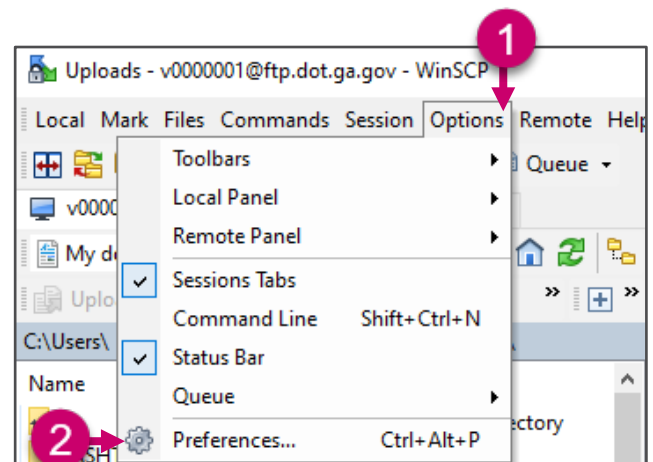


7. Select **Endurance**.
8. Select **Disable**.
9. Select **OK**.



Method 2 – From the Application Command Toolbar Located at the Top of the Application Screen

1. Select **Options**.
2. Select **Preferences**.




3. Follow steps 3 through 9 as described for the [Method 1 – From the Login Screen](#).

Share Files with GDOT Internal Users

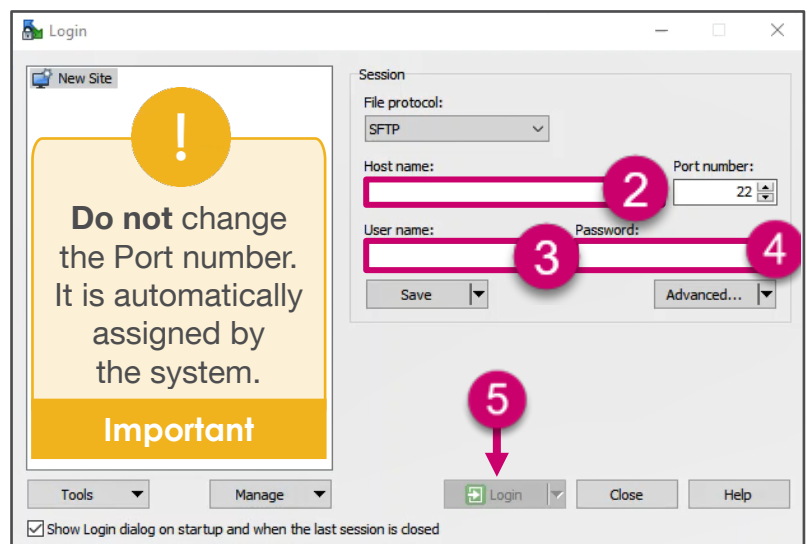
Open and Log into WinSCP

1. Select the **WinSCP** icon on your desktop, if WinSCP is not already running.




Alternatively, select **Start** >  (WinSCP)

2. Enter **ftp.dot.ga.gov** as the **Host name**.
3. Enter **User name**.
 - Vendors enter V#.
e.g., V0123456
4. Enter **Password**.
5. Select **Login**.



6. Select **Yes**.

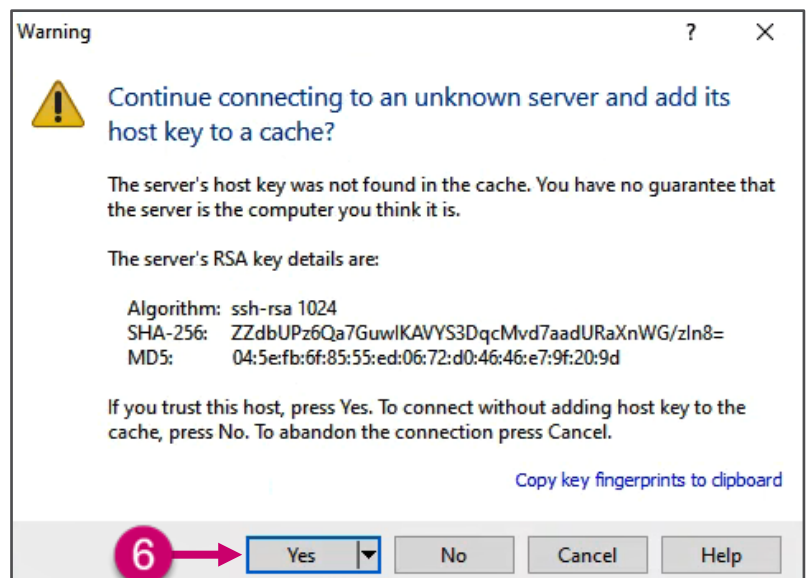


This window appears only the first time you log into the application.

If an error message appears about setting permissions or timestamp, it is safe to select **Skip all**.

Note

The program opens in its landing page.

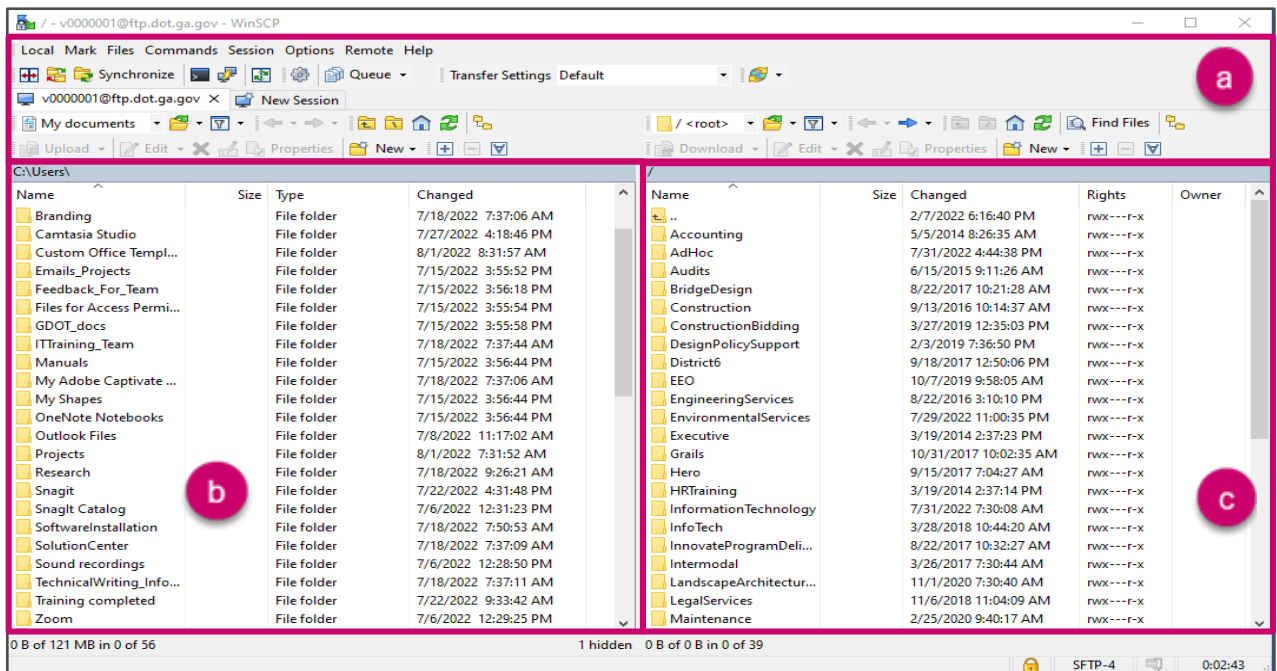


Share Files with GDOT Internal Users with WinSCP

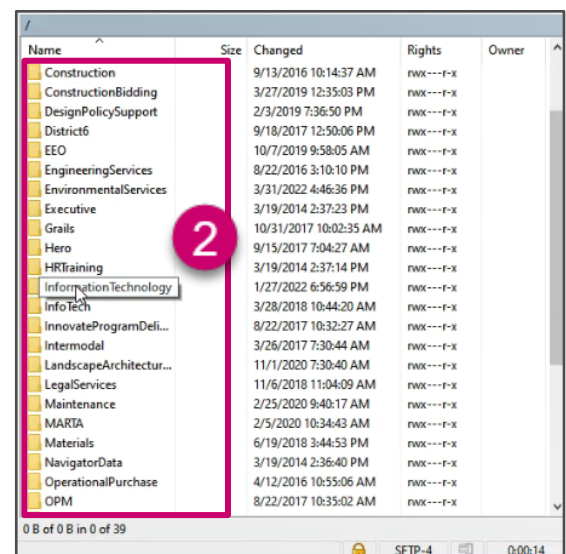
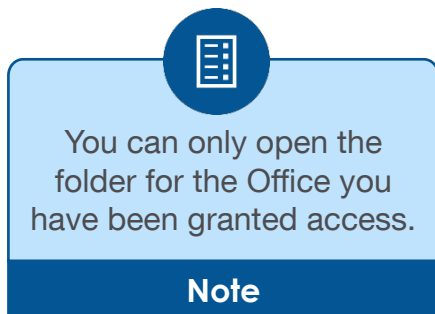
1. Open and Log into WinSCP as shown in the previous section if it is not already open.

The program opens in its landing page. Where:

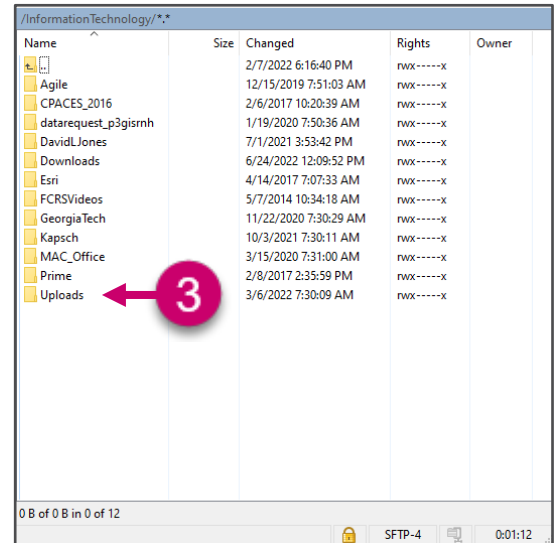
- a. Menus and functions are available to you.
- b. Your computer files are displayed on your C:\ directory.
- c. Folders/files on the root FTP WinSCP application directory are displayed.



2. On the right pane, double-click to expand the FTP Office folder where you would like to upload the file.

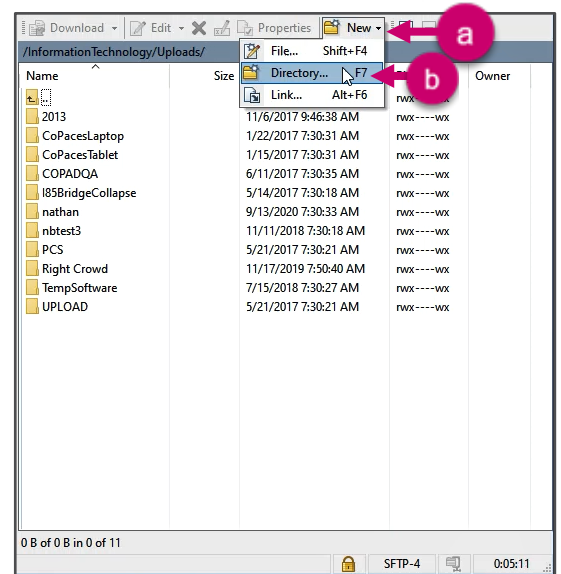


3. Double-click **Uploads**.



4. If none of the existing folders is yours or is where you have placed content, you can create a new folder. To create a folder:

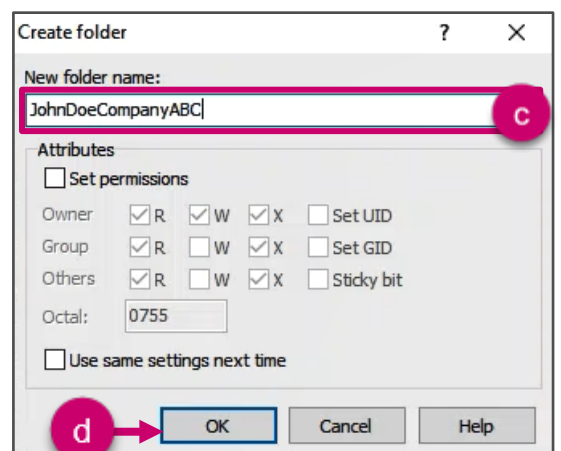
- Select the arrow to expand the **New** drop-down list.
- Select **Directory**.



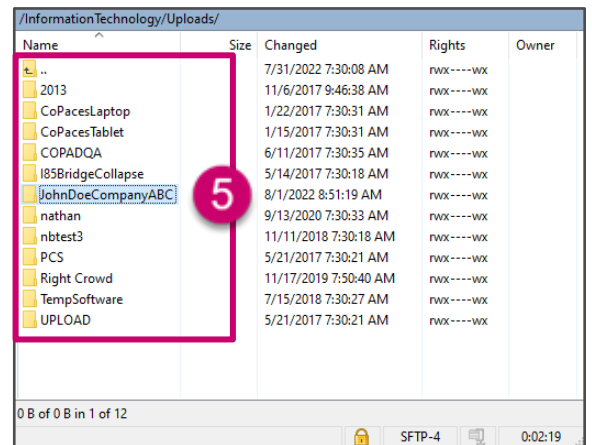
- If you elected to create a new folder, enter a **New folder name**.

e.g., Sender's name,
Company name, Project
name, etc.

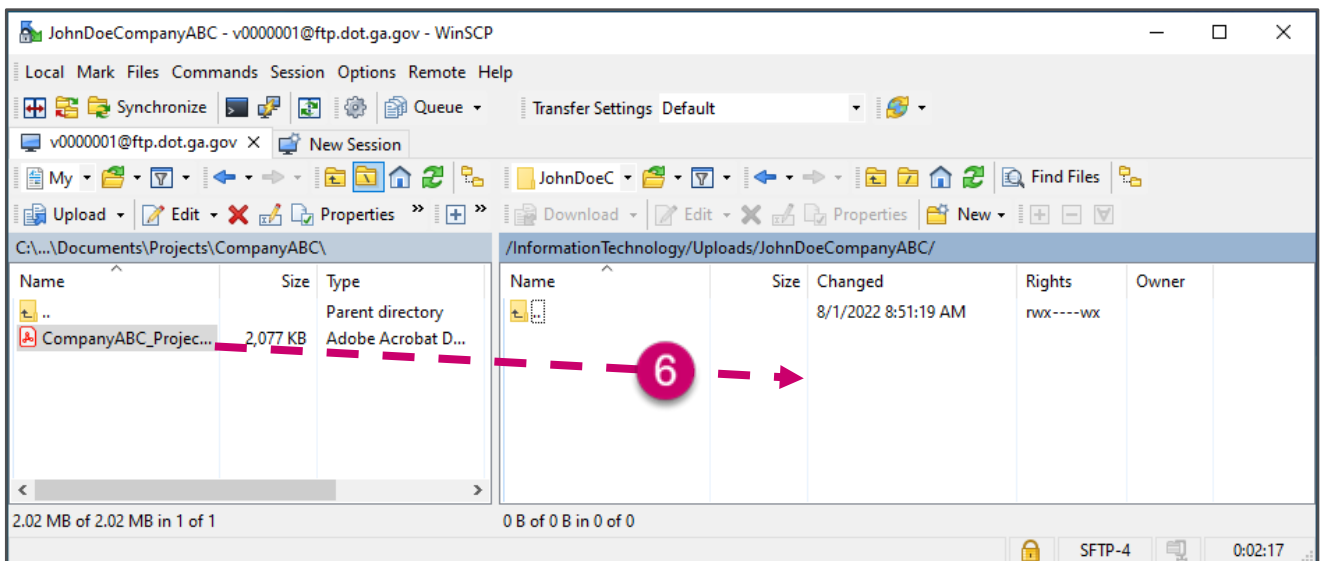
- Select **OK**.



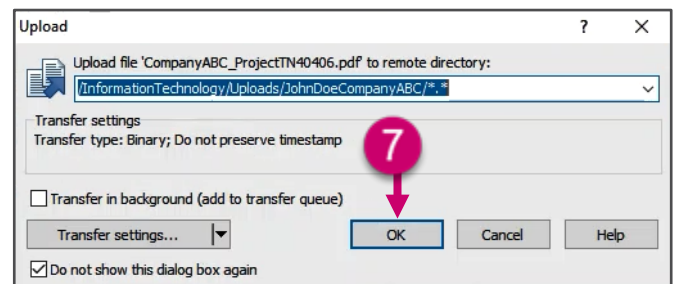
- On the right pane, double-click the folder you want to add the files.



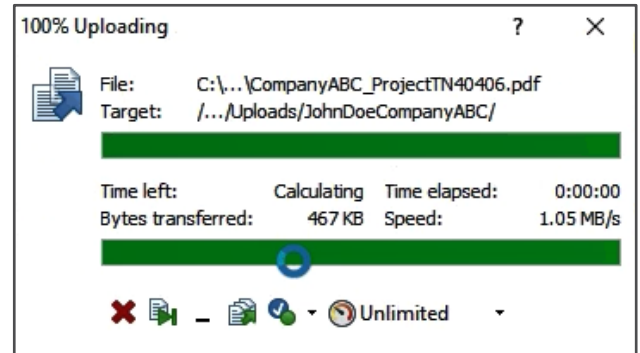
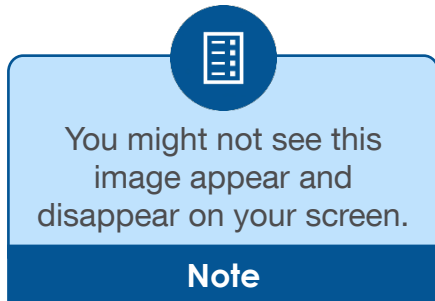
- Drag and drop the file from your computer (left) into the FTP WinSCP folder on the right. Alternatively, you can use Copy and Paste to share files.



- Select **OK**.



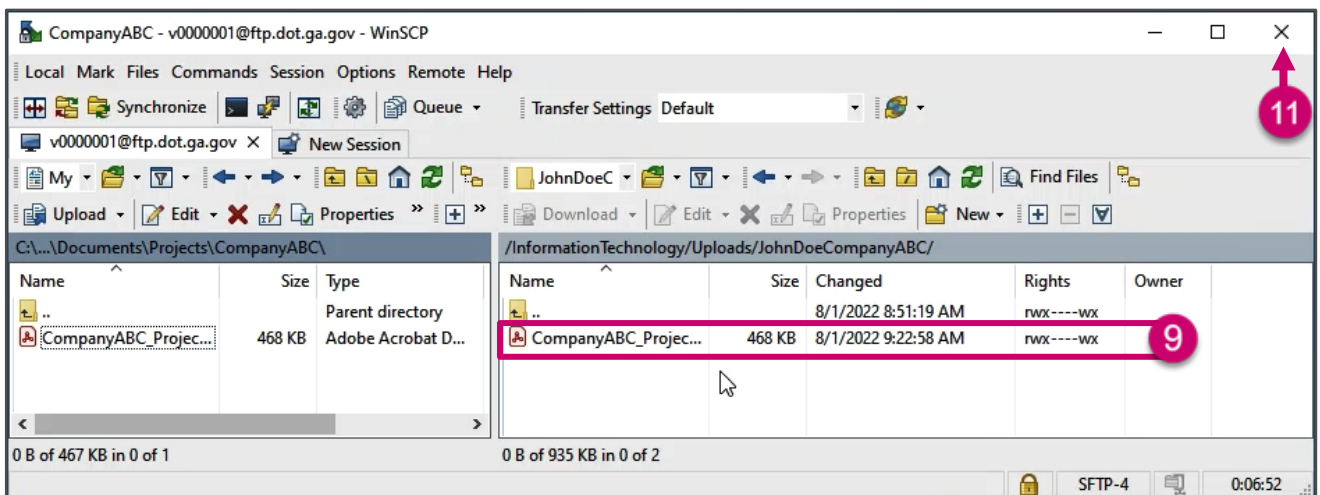
8. Wait while the file uploads.



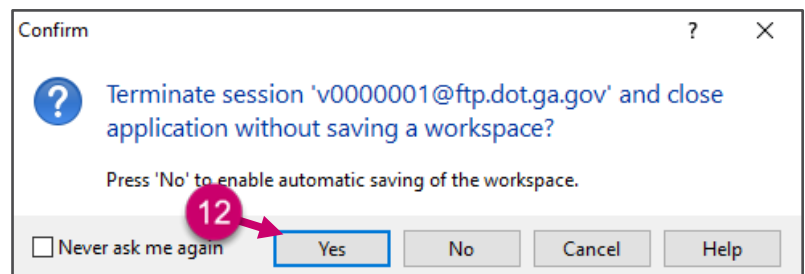
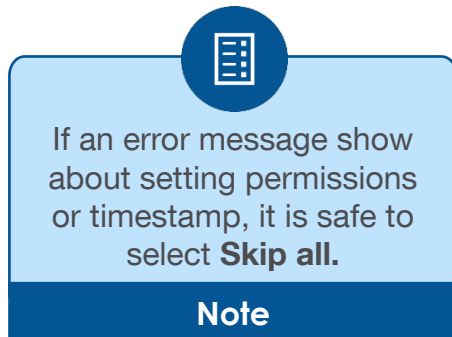
9. Confirm your file has been uploaded (you can now see a copy of it on the right side).

10. If necessary, repeat steps 6 through 9 to transfer all files to the WinSCP folder.

11. Select **X** to close WinSCP.



12. Select **Yes** if you get this prompt.



13. Notify the recipient that the file has been uploaded. Provide the folder and the name of the file so they can locate it easier.

Secure File Transfer Protocol (FTP Web Client)



The FTP Web client allows GDOT vendors to transfer files when corporate policy does not allow port 22 (which is required for WinSCP to work).

There is a 512 MB file size limit per file.

Important

Requirements

- You need to have a GDOT Vendor Account.
- You will need to be added to the correct Secure FTP Process group.

Share Files Using the Web FTP Client

1. Select the following link:
<https://ftp.dot.ga.gov>



You may want to bookmark this page.

Pro Tip



This link is used by both internal and external users.

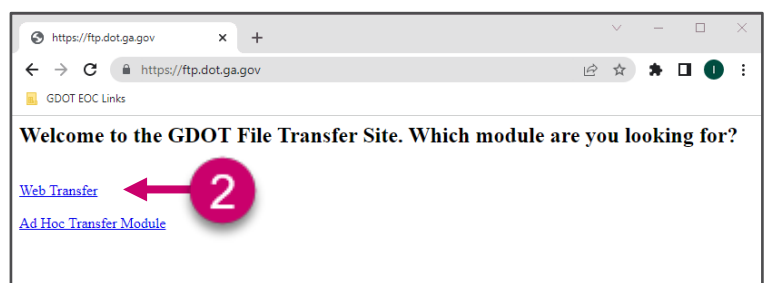
Note

2. Select **Web Transfer**.



Notice that this page also has a link for the **Ad Hoc Transfer Mobile** described in the next chapter.


Note

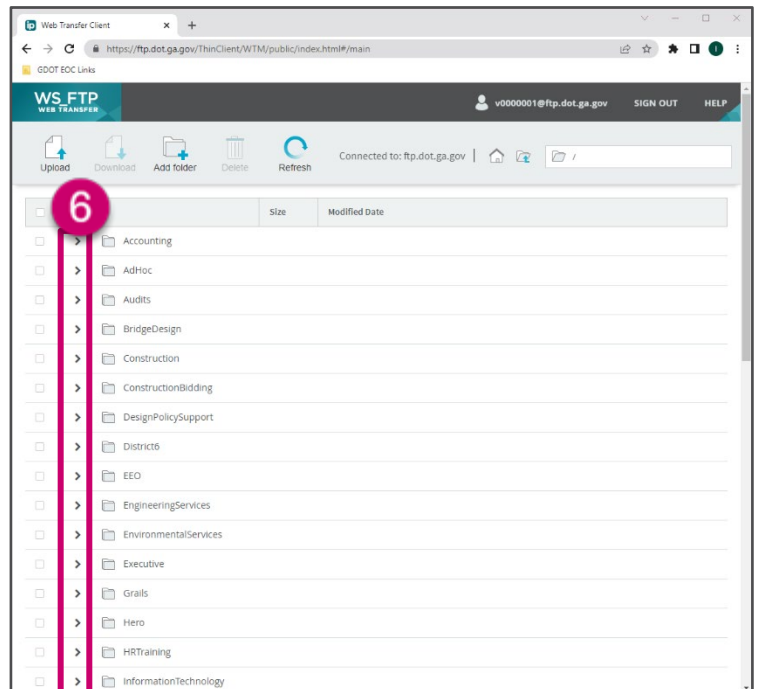


3. Enter your **Username**.
 - Vendors enter your V#.

e.g., V0123456
4. Enter **Password**.
5. Select **Sign In**.

6. Select the arrow next to the FTP Office folder where you would like to upload the file.

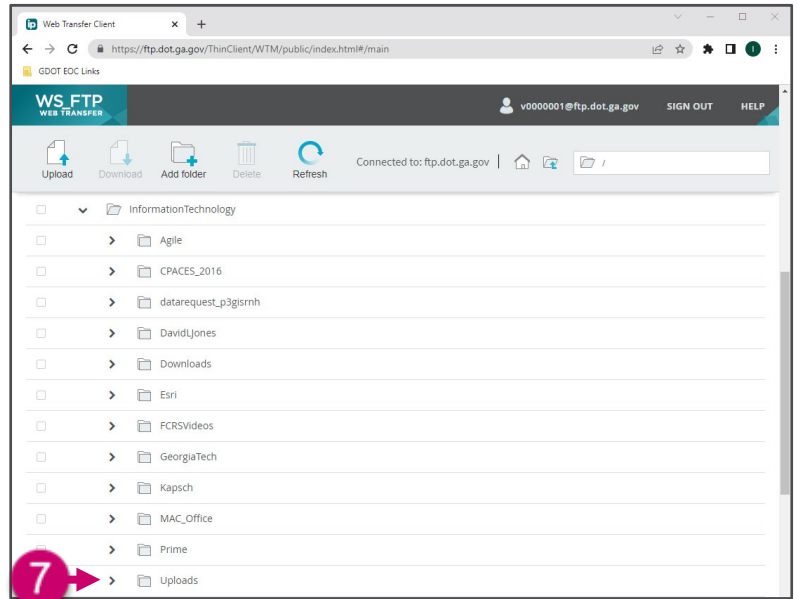

 You can only open the
 folder for the Office you
 have been granted access.
Note



7. Expand **Uploads**.

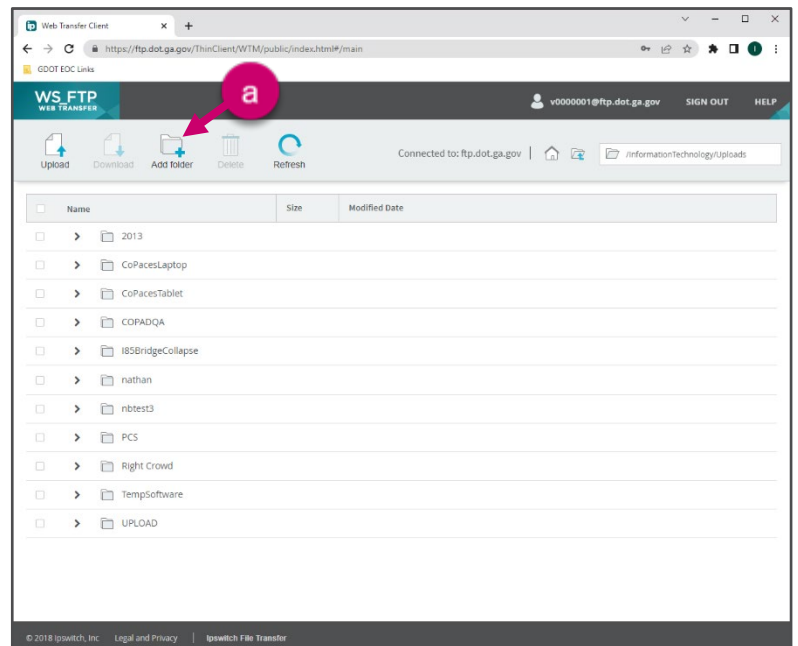
Remember that the **Uploads** folder is used to share files with GDOT, and the **Download** folder is used to retrieve files GDOT share with you.

Note



8. If none of the existing folders is yours or is where you have placed content, you can create a new folder. To create a folder:

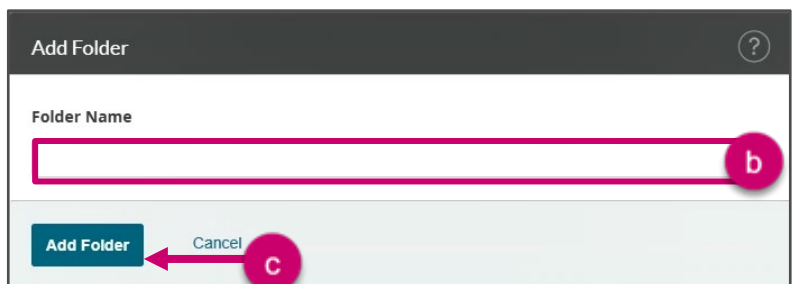
a. Select **Add folder**.



- b. If you elected to create a new folder, enter a **Folder name**.

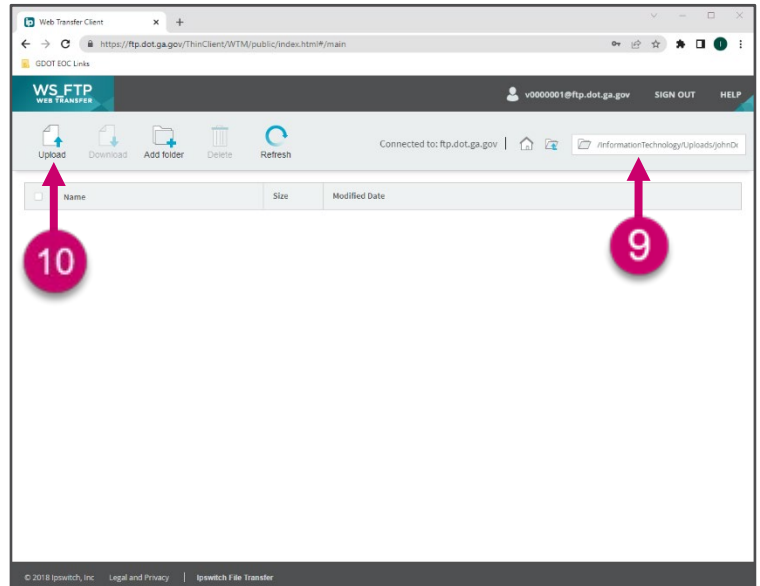
e.g., Sender's name,
Company name, Project
name, etc.

c. Select **Add Folder**.

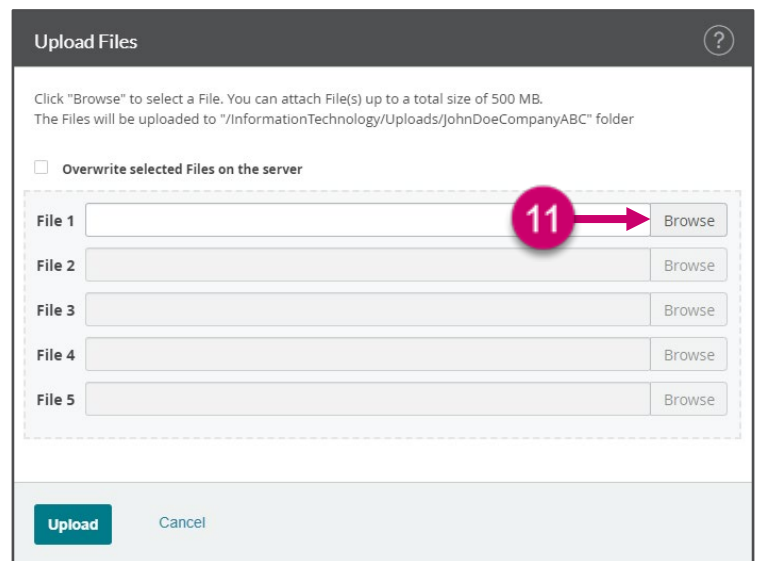


9. Inspect the path to validate you are in the correct folder.

10. Select **Upload**.

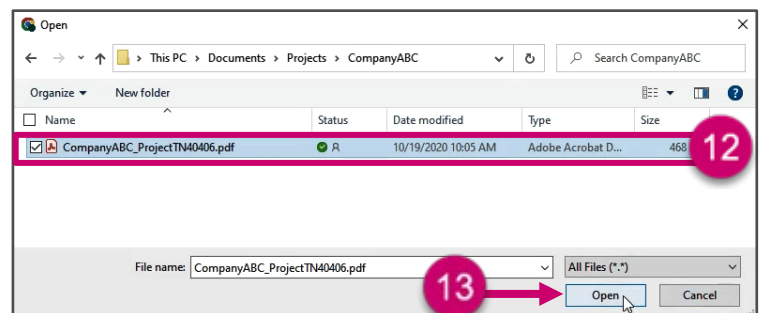


11. Select **Browse**.



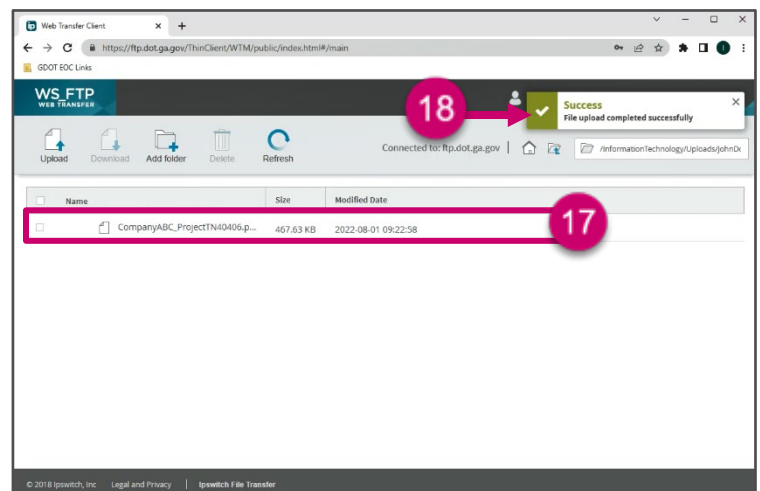
12. Select the file you want to upload from your computer.

13. Select **Open**.

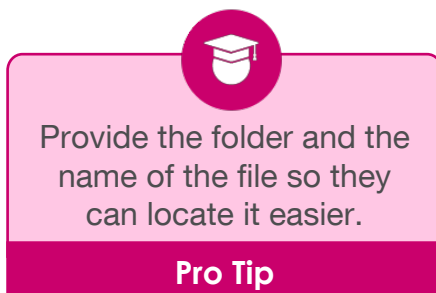


14. Verify the correct file is listed to be uploaded.
15. If you need to upload more files, select **Browse** and repeat steps 12 through 14.
16. Select **Upload**.

17. Confirm the file has been uploaded.
18. Notice the **Success** pop-up.



19. Notify the recipient that the file has been uploaded.



Help

Frequently Asked Questions (FAQ)

When Using WinSCP

- Incorrect User ID or Password Error
 1. Verify you are not including a domain in your credentials (i.e., <yourdomain>\<yourusername> will not work. Only <yourusername> is required.
 2. Verify you have the correct hostname selected.
 - ftp.dot.ga.gov for GDOT Vendor Accounts (V00####)
 3. Consult your IT department to verify PORT 22 is allowed from your machine through any corporate firewalls. If it is not allowed, you will need to use the GDOT FTP Web client instead of WinSCP.
- Uploaded files have <filename>. filepart instead of the expected extension.

Please see the WinSCP installation section. File permissions on the GDOT FTP server do not allow WinSCP to partially upload files. There are settings in WinSCP that need to be set in order to turn off this WinSCP feature.

Support Contact Information

If you need further assistance, please contact the Solutions Center.

- **Hours** - Monday to Friday, 7:00 AM–5:00 PM excluding State Holidays
- **Phone** - (404) 631-1220
- **E-mail** - solutionscenter@dot.ga.gov



If none of these methods of exchanging files work for you, please contact the Solutions Center.

Note